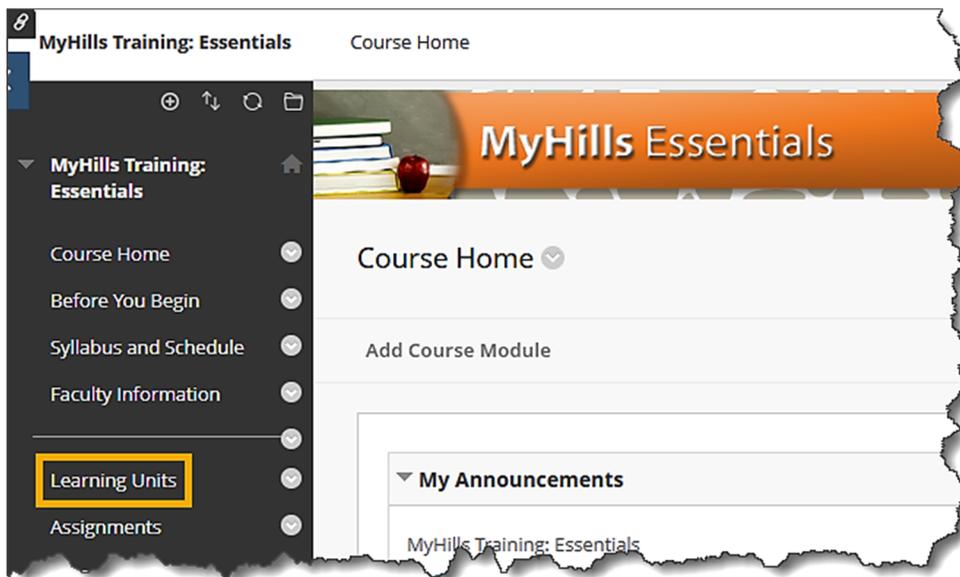


Faculty Tutorial: Add a Content Folder

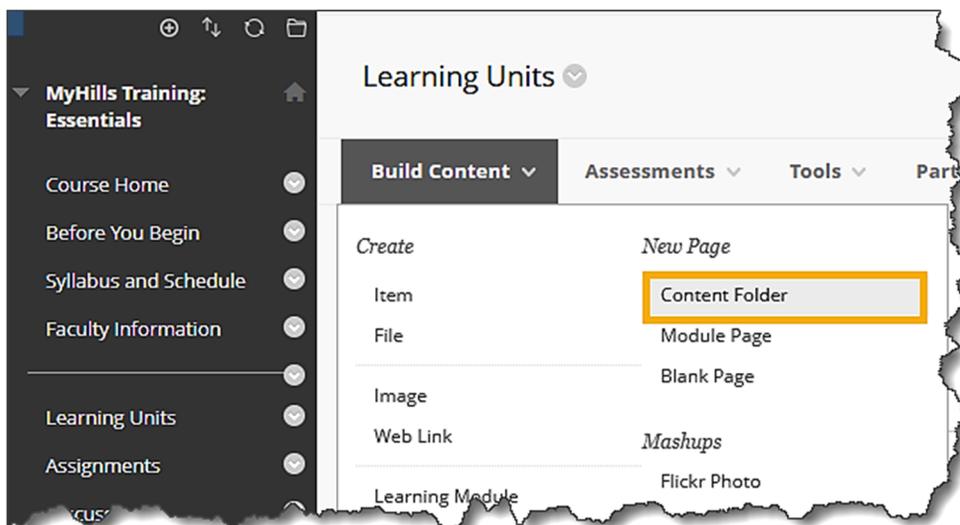
Purpose: To show faculty how to add a “Content Folder” to a “Content Area” in MyHills.

Content folders allow instructors to organize content based on learning unit or topic, because content can be added to a specific folder within a content area. Folders help keep the content area neat and organized.

From within your course, click on a content area, such as “**Learning Units**,” in the Course Menu.

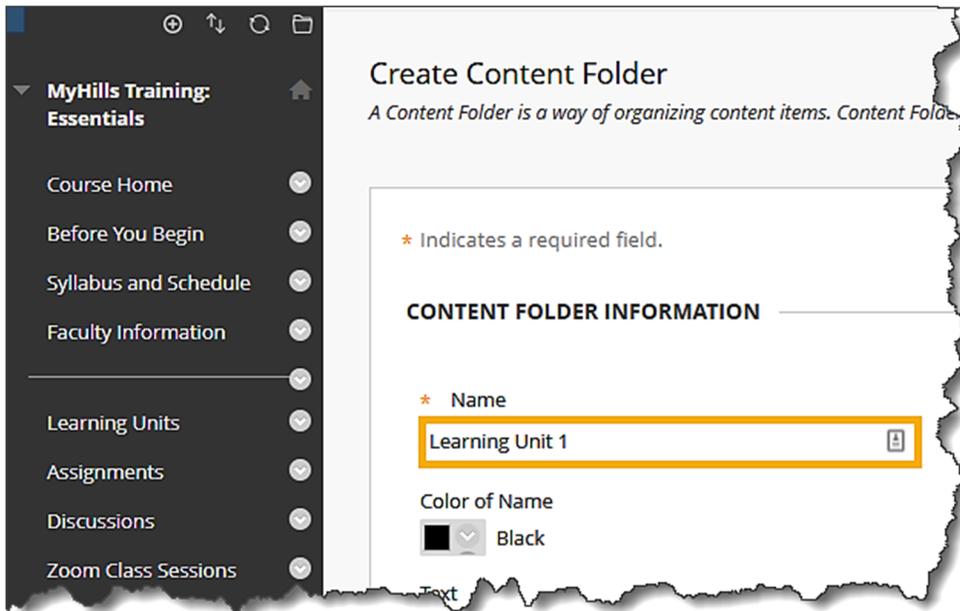


From within the content area, hover your cursor over “**Build Content.**” In the sub-menu that opens, click “**Content Folder.**”



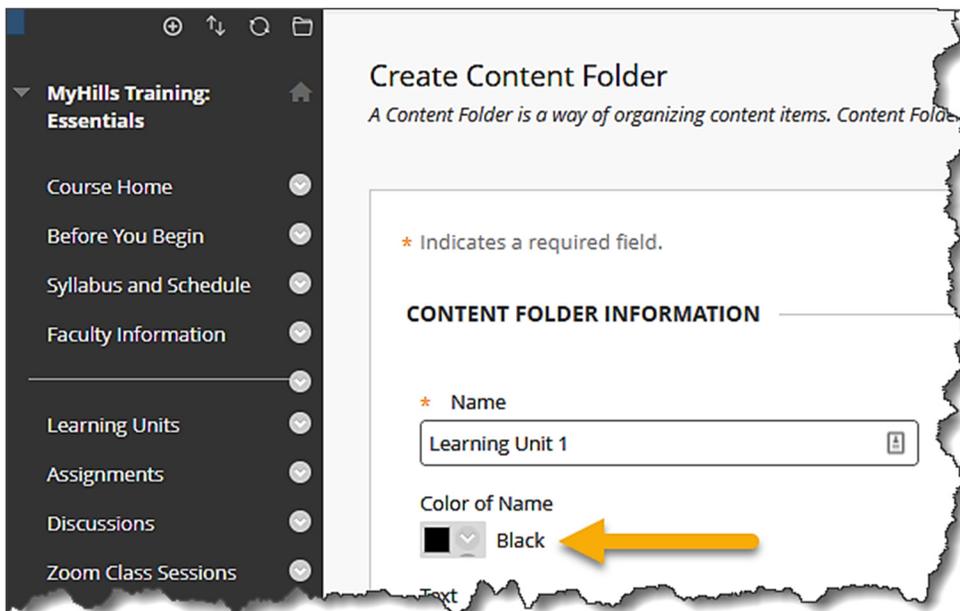
The “Create Content Folder” page will open.

Type the name of the content folder in the “Name” box.



If you would like the title color of the content folder to be consistent with the color palette set for Indian Hills Community College, you may change the “Color of Name” by clicking the drop-down arrow next to “Black.”

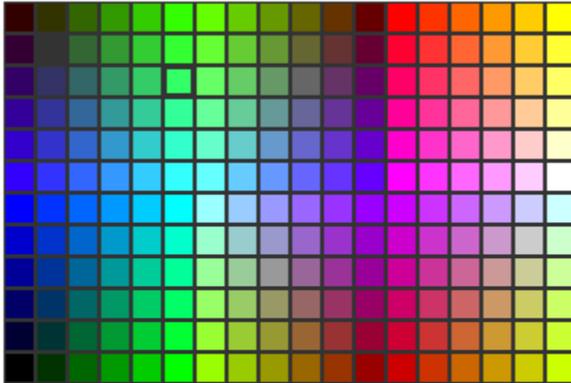
Note: Please use the Indian Hills color palette or leave the color black to avoid confusion.



In the window that opens, type “741213” in the “Color value” box. Then, click “Apply.”

Select a swatch color

Color value # Preview Skip



Color Preview

 **Aa Bb Black**
(#000000)

Cancel

Apply

The “Color of Name” should now be **maroon**.

CONTENT FOLDER INFORMATION

* Name

Color of Name
 ←

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (M)

You can type a description for the folder in the text box. This is optional and not required.

You can edit your description using the WYSIWYG (what you see is what you get) editor, above the text box. You may change the font, add images, create a bulleted or numbered list, use spell check, etc. Hover your cursor over a button to view its function.

CONTENT FOLDER INFORMATION

* Name
Learning Unit 1

Color of Name
[Red]

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

[Rich Text Editor Toolbar]

This folder contains content for Learning Unit 1.

Select the options you prefer under “Standard Options.” This is where you can make a folder available or unavailable to students, track the number of times the folder has been viewed by students, and set the folder up to open and/or close based on date and time. Then, click “Submit.”

Note: It is recommended that you keep “Yes” selected for “Permit Users to View this Content.” If you want the folder to be available to students for a particular time period, set up “Date and Time Restrictions,” as that is easier than editing your folder settings at a later date.

STANDARD OPTIONS

Permit Users to View this Content
 Yes No

Track Number of Views
 Yes No

Select Date and Time Restrictions

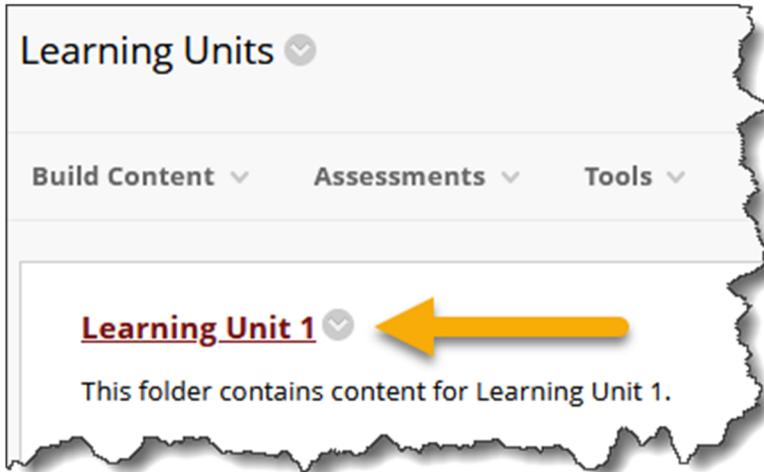
Display After [Date Picker] [Time Picker]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until [Date Picker] [Time Picker]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click Submit to proceed.

Cancel Submit

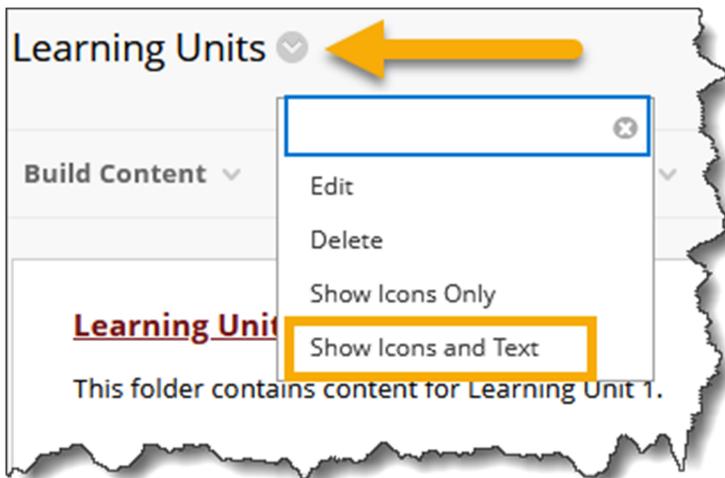
A “Success...” message, along with your content folder will appear in the content area.



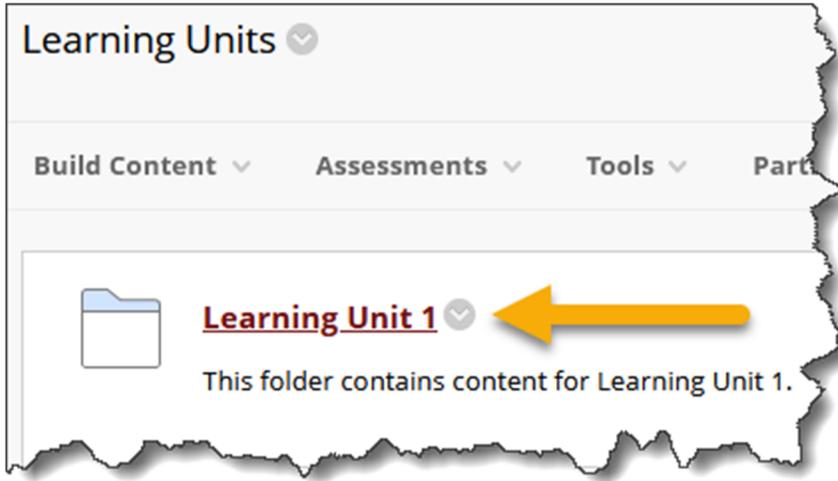
If the folder icon does not appear along with the title of your content folder, click the drop-down arrow next to “Learning Units.”

Note: If the folder icon appears automatically when you create the Content Folder, you may skip these last two steps.

In the sub-menu that appears, click “Show Icons and Text.”



Now, both the folder icon and the folder text are shown.



Congratulations! You now know how to add a "Content Folder!"

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk